



USA Staffing®
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USA Staffing

Production Release Notes

Release 10.7 July 30, 2019

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit [USA Staffing Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in USA Staffing. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system’s performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system’s already robust set of capabilities. As you review this section, you may see the following icon  which designates the completion of a feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Resource Center](#).

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Staffing Functionality

Dashboard

Welcome

-  Replaced the Task Totals tile with the *Task Counts* tile in the Tile Library. The Task Totals tile will no longer be available for selection on the library or displayed on any dashboard where it had been previously selected. The new *Task Counts* tile is a collection for four grouped tiles that act as a single tile. This new tile enables users to display counts of active tasks based on configurable task filters. This tile can be selected multiple times and the ellipsis icon (...) on the upper right corner provides the following additional options for each count:
 - Tile Name – Users can change the count name. This field has a 40-character limit.
 - Owner – Users can change this value from the default of the user logged in to another user.
 - Task Type – Users can select a specific type from the list.
 - Due Date – Users can select a date range of up to +/- 10 days from the current date. The default settings for each count are:
 - ✦ Overdue Active Tasks and Unassigned Requests Tiles – Due Date between -10 and yesterday.
 - ✦ Upcoming Active Tasks and Unassigned Active Tasks Tiles – Due Date from today +10 days.
 - Purpose – Users can select to view counts related to Staffing and/or Onboarding tasks.
 - Delete – Selecting this option will delete all four grouped tiles.
- <https://help.usastaffing.gov/USAS/index.php?title=Welcome>

Tasks

- Added the ability to hover the Vacancy Number for each task to see the following additional information:
 - Pay Plan-Series-Grade

- Office – This is the office to which the vacancy is assigned
- Added the ability to hover over the Request Number for each task to see the following additional information:
 - Request Number
 - Pay Plan-Series-Grade
 - Internal Customer Name

<https://help.usastaffing.gov/USAS/index.php?title=Tasks>
New Hire
- Added an advanced filtering option titled *eOPF Transmissions*. This filter allows users to narrow new hire records by the following transmission statuses to take appropriate action:
 - Files Ready to Transmit – Results will include only new hires which have forms or documents that are transmittable and the status is *Ready to Transmit* or *Elected Not to Transmit*.
 - Files Being Transmitted – Results will include only new hires that have forms or documents with a transmission status of *Queued* or *Transmitted*.
 - Files with Errors – Results will include only new hires where there are forms or documents that have been transmitted and resulted in a transmission status of *Errors*.
https://help.usastaffing.gov/USAS/index.php?title=New_Hires

Request

- When creating an Onboard New Hire request, users will now be required to select an Office when more than one option is available on the New Hire subpage. **Note:** For users with permissions associated with only one office for the selected Customer, the Office field will auto-populate. For users with permissions associated with more than one office for the selected Customer, the Office field will be left blank, and the users must select an office before the request can be approved.
https://help.usastaffing.gov/USAS/index.php?title=Creating_a_new_hire_request

Vacancy

- Users will now be able to edit the Case File Retention and Vacancy Tags sections of a vacancy's Settings page after a vacancy is moved to Cancelled or Expired status. Note: Any changes made to these fields after expiration or cancellation will be captured in History if the announcement was ever released and open.
https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Settings

Assessment Package

USA Hire

- Clarified the question text applicants receive when requesting reasonable accommodation for USA Hire assessments by explaining the difference between accommodation for online assessments and accommodation for the job. Additionally, the question text changes provide applicants who answer affirmatively to this question instructions on how to substantiate their claim with the reasonable accommodation adjudication team. Note: This change will apply to new announcements not yet released/open on USAJOBS.

- Re-labeled the *Open/Close Dates* button to *Set USA Hire Assessment Window*, and improved the design of the pop-up to provide a clearer and more intuitive user experience.
https://help.usastaffing.gov/USAS/index.php?title=Modifying_an_external_assessment_open_and_close_dates

Applicant Overview

Applicant Record

- The following NOR messages have been added/modified:

Code	Definition	Message
IOPW	Does not meet requirements for Pathways Internship Program	You were not considered for this position because your application does not show that you meet the eligibility requirements for the Pathways Internship Program as specified in the vacancy announcement.
IORG	Does not meet requirements for Pathways Recent Graduates Program	You were not considered for this position because your application does not show that you meet the eligibility requirements for the Pathways Recent Graduates Program as specified in the vacancy announcement.

https://help.usastaffing.gov/ResourceCenter/images/9/98/USA_Staffing_Updated_NOR_Message_Codes_July_2019.pdf

Applicant List

-  When a vacancy is set to screen applicants based on age on the Vacancy Settings page, a new column titled *Age* will now display on the Applicant List so that users can more effectively monitor when applicants are approaching an age cutoff. The age will display in years, months, and days format. **Note:** The Age is only displayed on applicant lists, not on stored lists or certificates, and it is not a sortable or filterable value. If the *Use Effective Age* is selected as a Vacancy Setting, the age displayed will reflect the applicant's true age minus months of *Qualifying Experience*. https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Settings
https://help.usastaffing.gov/USAS/index.php?title=Create_List

Online Application

- Updated the Choose Locations question presentation for applicants. When over 100 locations are added to an announcement, the checkbox selection list will transform into a drop-down list where applicants can add the locations for which they want to be considered. This drop-down list option is the same style used on the Documents page of the online application. <https://help.usastaffing.gov/Apply/index.php?title=Preferences>

Certificates

- Made usability changes to the functionality for creating additional requests within the Certificate page. When users click the *Create Additional Requests* button, they will now be prompted to indicate the number of additional requests they would like to create before proceeding. Users can select to create up to 10 requests at a time. The rest of the process remains the same.

Onboarding Functionality

New Hire Record

- Updated the Transmitted status to *Transmission in Progress* to better inform users of the transmission status for forms and documents. https://help.usastaffing.gov/USAS/index.php?title=New_Hires_Forms
https://help.usastaffing.gov/USAS/index.php?title=New_Hires_Documents
- When editing a new hire notification, the system will now retain any attachments added prior to editing the notification.
https://help.usastaffing.gov/USAS/index.php?title=Sending_a_notification_to_a_new_hire_with_an_attachment
- New Hires will be prompted to login for each new session. This is to prevent new hires who may inadvertently do work in someone else's account when sharing computers.
<https://help.usastaffing.gov/NewHire/index.php?title=Login>
- Added the form numbers to the lock icon rollover on the new hire questionnaire. This information will be available to both new hires, and HR/Onboarding users.
[https://help.usastaffing.gov/USAS/index.php?title=Determining_which_form_is_locking_a_response\(s\)_in_the_questionnaire](https://help.usastaffing.gov/USAS/index.php?title=Determining_which_form_is_locking_a_response(s)_in_the_questionnaire)
- Removed questionnaire topics from HR view within a new hire record when there are no questions associated with it.
<https://help.usastaffing.gov/USAS/index.php?title=Questionnaires>
- Made the following usability improvements to the Return for Correction window.
 - When users elect to return a form to the new hire for correction for a submitted form, they are presented with a prompt to select the question(s) that need to be corrected using the following criteria:
 - ✦ Assigned questions that are directly associated with the form version assigned. If the user only selects a question that is directly associated with the form and elects to continue, the system will return all forms assigned to the new hire that are directly associated with the question.
 - ✦ Child items of assigned Item Group or Filtered Item Group questions. If the user only selects a question that is indirectly associated with the form (child item of a FIG or IG), the system will return all forms assigned to the new hire that are directly associated with the questions' parent item (FIG or IG).
https://help.usastaffing.gov/USAS/index.php?title=Returning_a_submitted_form_to_a_new_hire_for_correction
- The new hire record will now retain the original completion date of the Send Tentative Offer and Send Official Offer tasks when multiple notifications are sent prior to a new hire's acceptance. This will ensure more accurate reporting data. https://help.usastaffing.gov/USAS/index.php?title=New_Hire_Overview

Forms

- Updated the following form currently in use in USA Staffing: ○ CBP 001

Hiring Manager Functionality

-  When selecting multiple applicants to audit at once, the system will now display the names of applicants included in the selection decision so HM users can quickly see what applicants they are adding a hiring decision for and have the ability to remove applicants if applicable by clicking the X icon next to their name on the window.
https://help.usastaffing.gov/HiringManager/index.php?title=Documenting_the_selection_decision_for_multiple_applicants_with_the_same_audit_code
- Added the Request Number to the review information. If multiple requests are linked with a review, a *View All Requests* link will display to expand and view all associated requests.
https://help.usastaffing.gov/HiringManager/index.php?title=Applicant_Lists_Review

Administrative Functionality

Users

-  Added a checkbox titled *Applicant Flow Data Access* under Account Details. When this box is checked, applicant flow data access will be granted to HR Users and Reports Only Users all offices to which the user has access. **Note:** AFD users will continue to have access to data, without the need to have this new field checked. The long term plan is to move all AFD access to HR and Reports Only user types, and remove the ADF Only user type from USA Staffing.
https://help.usastaffing.gov/USAS/index.php?title=Edit_User
- The Rules of Behavior to access the system have been updated to account for the AFD access changes and possible access to information.
https://help.usastaffing.gov/USAS/index.php?title=USA_Staffing_Rules_of_Behavior

Permissions

- Improved the user interface for creating and modifying permission profiles. Changes include: ○ Added alternating shading between rows for users to more easily identify the information belonging to each function listed.
 - Added an expand all (+)/collapse all (-) option that allows users to quickly expand or collapse all sections.
 - Rearranged the columns to display in the following order left to right

- ✦ Enabled
- ✦ Paid
- ✦ Function ○ Changed the *Enabled* checkbox to a toggle switch.

https://help.usastaffing.gov/USAS/index.php?title=Create_Permission_Profile

https://help.usastaffing.gov/USAS/index.php?title=Creating_a_permission_profile

- Enabled the following permission for the HR Assistant system permission profile under the New Hires section:
 - Batch Print Forms https://help.usastaffing.gov/USAS/index.php?title=Manage_Permission_Profiles
https://help.usastaffing.gov/ResourceCenter/images/d/db/USA_Staffing_Upgrade_System_Permissions_v11.pdf

Default Settings

- Added pagination when selecting the *Questions About This Job* contact in the Announcement Default Settings. The system will now display up to 25 contacts per page.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Announcement_Default_Settings

Position Descriptions Library

- Renamed the Position Sensitivity field on the Position Information page to *Position Sensitivity and Risk*. Also, updated the values presented in this field to align with USAJOBS and the Request and Vacancy areas of the system. Only one value can be selected from the following options:
 - Blank option (default) – Previously Not Designated
 - Non-sensitive (NS)/Low Risk (1) – Previously Non-Sensitive (NS) National Security Risk and Low Risk (LR) Public Trust Position
 - Noncritical-Sensitive (NCS)/Moderate Risk (2) – Previously Non-Critical Sensitive
 - Critical-Sensitive (CS)/High Risk (3) – Previously Critical Sensitive
 - Special-Sensitive (SS)/High Risk (4) – Previously Special Sensitive
 - Moderate Risk (MR) (5) – Previously Public Trust-Mod Risk
 - High Risk (HR) (6) – Previously Public Trust-High Risk
 - NCS/High Risk (7)
- Updated the Cover Sheet PDF to display the full Position Sensitivity and Risk selection instead of the code.
https://help.usastaffing.gov/USAS/index.php?title=To_export_position_description_to_PDF_format

Reporting and Analytics

- Reporting and analytics enhancements can be reviewed in the Release Notes section of the [Reporting and Analytics](#) page on the [USA Staffing Resource Center](#).